

Casual Corporate Event Catering Request

Subject: Quote Request - Corporate Holiday Party Catering

Hi [Catering Company],

Hope you're doing well! We're planning our annual holiday party and would love to get a quote from you for catering services.

Event Details:

- Date: [Date] from 6 PM to 11 PM
- Location: [Venue]
- Guest count: approximately 200 people
- Style: cocktail reception with passed hors d'oeuvres and stationed appetizers
- Bar service needed (beer, wine, signature cocktails)
- Dietary accommodations: vegetarian, vegan, and gluten-free options

We're looking for something fun and festive that matches our company culture. Your creative menu suggestions would be greatly appreciated!

Could you also let us know about setup, breakdown, service staff, and any additional fees? Our budget is flexible, but we're aiming for around \$75-85 per person.

Would it be possible to schedule a tasting for our planning committee?

Looking forward to hearing from you soon!

Cheers,

[Your Name]

[Event Coordinator]

[Company]

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